

**JUDGE'S STANDING ORDER NO. 9**  
**FINES AND PAYMENT OF FINES**

On this date, the Court entered the following **ORDER** with respect to fines and payment of fines:

**A. "WINDOW" FINES**

The fines as set forth in the attached Fine Schedule shall be assessed at the Cashier's window upon a plea of guilty or no contest for the stated violations unless individually altered by the Court or imposed pursuant to jury verdict.

**B. LATE APPEARANCE**

The following requirements apply to late appearances:

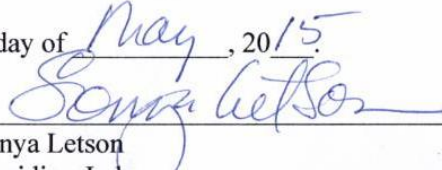
1. *Citations.* If the Defendant fails to appear by the 12<sup>th</sup> day from the date of a citation, the window fine shall increase by \$25. If the defendant fails to appear by the 24<sup>th</sup> day from the date of the citation, the window fine shall increase by an additional \$25.
2. *Summons.* If the Defendant fails to appear on or before a summons date, the window fine shall increase by \$50.00.
3. *Waiver of penalties.* Late penalties may be waived only by the Court, with the exception that penalties may be removed by the Court Clerk upon proper application of the "mailbox rule" found in Texas Code of Criminal Procedure Article 45.013.

**C. PAYMENT OF FINES AT CASHIER'S WINDOW**

The following requirements apply to payment of fines, fees and costs at the Cashier's window:

1. *General rule:* The Clerk may accept payment of a fine, cost or fee at the Cashier's Window in accordance with Texas Code of Criminal Procedure Article 27.14.
2. *Plea entered before payment.* If the case has not already been adjudicated (that is, if no judgment has been entered by the court), the Clerk must receive a plea of guilty/no contest in writing signed by Defendant or Defendant's Counsel before accepting payment of a fine, cost or fee.
3. *Verification of identity.* Before accepting a plea of guilty/no contest, the Clerk shall verify and record the identity of the person entering the plea. A Government issued photo identification card, driver license or passport will be sufficient for this purpose. When necessary, the Clerk may request assistance from the bailiffs or warrant officer in obtaining proper identification of the person making the plea. If no sufficient identifying information can be obtained from or for the person, the person must appear in open court.

**IT IS SO ORDERED.** Signed and Entered this 13 day of May, 2015.

  
Sonya Letson  
Presiding Judge